

Introduced By: Austin Lane

First Reading: 6 January 2003

Second Reading: 13 January 2003

ORDINANCE #2003-01

**AN ORDINANCE ESTABLISHING THE
TAKOMA PARK ARTS AND HUMANITIES COMMISSION**

WHEREAS, the City Council of the City of Takoma Park wishes to create and maintain an atmosphere conducive to the fullest expression of all forms of the arts in order to provide artistic satisfaction to the artist and to enrich the lives of all residents; and

WHEREAS, the Council wishes to expand public awareness of, involvement in, and access to the arts and arts opportunities and to create an environment which promotes interaction, dialogue, discussion and lasting relationships between artists and the public; and

WHEREAS, the Council finds that it is in the public interest to create the Takoma Park Arts and Humanities Commission, an advisory board intended to increase the appreciation of, and participation in, the arts among Takoma Park residents; and

WHEREAS, said Commission shall promote and encourage public programs to further the development and public awareness of and interest in the fine and performing arts and to act in an advisory capacity to the City Council in connections with the artistic and cultural development of Takoma Park.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF
TAKOMA PARK, MARYLAND**

Section 1. Chapter 2. Article 6. Boards and Commission shall be amended as follows to add the Takoma Park Arts and Humanities Commission:

Section 1. Commission Established

There is hereby established a Takoma Park Arts and Humanities Commission which shall serve in an official advisory role to the City Council on all matters related to the arts, which will promote, coordinate and strengthen public programs to further cultural development of the City.

Section 2. Statement of Purpose

The purpose of the Takoma Park Arts and Humanities Commission shall be as follows:

- A) To advise the City Council on ways in which the City might best serve the public with regard to matters involving the arts.

- B) To encourage and aid the appreciation and awareness of, and participation in, the arts among all Takoma Park residents.
- C) To encourage cooperation and coordination among individuals, organizations, and institutions concerned with the arts in Takoma Park.
- D) To facilitate employment opportunities for artists and the development of self-sustaining arts programs.

Section 3. Commission Membership, Terms of Office, Structure, and Staffing

A) Membership

The Commission shall consist of seven (7) persons to be appointed by the City Council. A minimum of five (5) members of the Commission shall reside in the City of Takoma Park. No organization which is a potential recipient of city arts funding shall have on the Commission more than one person who serves on its board or staff. Every effort shall be made to have a broad and diverse representation of the fine and performing arts community and of local arts and cultural organizations on the Commission.

B) Terms of Office

Commission Members shall serve staggered three year terms with initial appointments of one, two and three years. All terms shall begin on July 1st and end on June 30th. Members may be appointed for a maximum of two (2) successive terms. Mid-term vacancies shall be filled to serve the balance of the unexpired term.

C) Structure

- 1) The Commission shall organize and adopt by-laws and rules of procedure, necessary to accomplish its purposes, and elect from its members a Chairman and such other officers as it shall deem necessary. Officers shall serve for a period of one (1) year.
- 2) The Commission shall meet quarterly or as often as required to fulfil its responsibilities.
- 3) All meetings shall be open to the public and are subject to the Maryland Open Meetings Law. Meeting notices and agendas shall be prepared and submitted to the City Clerk and posted in advance of any Commission meeting in accordance with state law. Written records of Commission proceedings shall be maintained. A report on the activities of the

Commission shall be submitted to the City Council once a year.

- 4) The Commission shall not meet unless a majority of the Members are present.
- 5) The Commission, individually or as a whole, may lobby or provide comments or recommendations to entities other than the City Council only as authorized and directed by the City Manager or through formal action of the City Council.

D) Staffing

The City Manager or his or her designee shall provide appropriate staff support to the Commission.

Section 4. Duties and Responsibilities of the Commission

The Commission shall advise and assist the City Council with respect to developing, coordinating and promoting the performing and visual arts for the enjoyment, education, cultural enrichment and benefit of the residents of the City of Takoma Park. In furtherance of these duties, the Commission shall attempt to accomplish the following:

- A) Develop in cooperation with other City Departments and the Montgomery County Arts and Humanities Council, a long range master plan for the development of a thriving arts community in Takoma Park and the utilization of public facilities for art related activities. Such master plan shall be updated every two (2) years.
- B) Initiate, sponsor, conduct or support, alone or in cooperation with other public or private agencies, public programs in the arts.
- C) Serve as a clearinghouse for information about Takoma Park artists, art programs, facilities, organizations and institutions and to actively encourage public awareness, utilization, and support of such resources.
- D) Advise the City as to the availability and adequacy of facilities and space for the presentation of cultural activities.
- E) Review and advise on the aesthetic aspects of all works of art or designs or public monuments accepted or commissioned by the City.
- F) Prepare and submit budgetary recommendation to the City Manager for annual expenditures necessary for the continuation and development of public programs and facilities which further the arts.

- G) Review funding requests and recommend to the City Council the allocation of monies to cultural organizations, arts organizations, and individual artists.
- H) Seek out and encourage contributions and grants to the arts from private and public sources.
- I) Initiate proposals for Federal and state assistance to the arts and to review arts related proposals and programs originated by the City and approved by the City Manager.
- J) Keep abreast of what other communities are doing to further the arts and to adapt their accomplishments to the needs of Takoma Park.
- K) Prepare an annual report to the City Council on the activities of the Commission.

Section 2. This Ordinance shall be effective immediately upon adoption.

ADOPTED this 13th day of February 2003.

AYE: Porter, Austin-Lane, Dawes, Elrich, Maack, Stewart, Williams
NAY: None
ABSENT: None
ABSTAIN: None